

WORKGROUP COMPUTING JUSTIFICATION FORM

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Original Request #: _____

Supplemental Request #: _____

Date of Request: _____

Project Identification:

Department: _____

Division: _____

Unit: _____

End User: _____ Phone: _____

Supervisor: _____ Phone: _____

Program
Manager: _____ Phone: _____

WC
Coordinator: _____ Phone: _____

Certification

I certify that I am the agency director or designee, that the matters described herein are consistent with this agency's current information management strategy and information technology infrastructure; that these matters comply with this agency's approved Workgroup Computing Policy; that the matters described herein are subject to the provisions of SAM Section 4819.3 et seq. and are in conformity with the criteria and procedures for information technology prescribed in SAM; and that the foregoing statements are true to the best of my knowledge and belief.

Date

Bill Welty, Chief Information Officer

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Policy Compliance

Proposed use of this workgroup computing product (system, hardware, software or associated items): <i>[To be completed by the end user or supervisor.]</i>	Yes	No
1. Will the use involve applications development that requires programming? (See definition of programming in SAM Section 4989.1.)		
2. Will this be used for the sole purpose of replacing a terminal or to emulate a terminal?		
3. Will this be used to upload data to databases used by persons outside the workgroup? (Exclude office automation and E-mail files from consideration.)		
4. Is this a specialized or dedicated single-purpose by persons outside the configuration for such applications as dedicated word processing, computer-aided design (CAD), desktop publishing, programmer workbench, or artificial intelligence; rather than a general-purpose configuration?		
5. Will this be used to process critical applications, as defined in SAM Section 4842.11?		
6. Will the use involve the creation and maintenance of files or databases that serve (a) more than a single work-unit within the agency, or (b) the entire agency?		
7. Will the proposed configuration be used to provide direct public access to state databases by private sector organizations or individuals?		
Budgeting and Planning Requirements <i>[To be completed by the manager and WC Coordinator.]</i>	Yes	No
1. Will the acquisition of this workgroup computing product cause the estimates in the division's equipment allocation in this year's budget to be exceeded?		
2. Will a budget augmentation or revision be required to fund the acquisition or support of this workgroup computing configuration or product?		

If you answered yes to any of the above questions, special reporting requirements require approval of the Office of Information Services. Consult the Workgroup Computing Coordinator before proceeding.

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Section I—Functional Justification

[To be completed by the end user or supervisor, with technical assistance from the WC Coordinator]

Need

[Briefly describe how this workgroup computing configuration or product is expected to increase productivity or otherwise benefit the end-user, work-group, or agency management. Include both primary and secondary uses. Should the functionality of this acquisition require enhanced capabilities such as high-end microcomputers, RISC system, or large data storage capacities; such capacities must be justified in terms of the specific requirements of the proposed application. Should the request involve the acquisition or enhancement of local area network (LAN) or other shared commodities, include adequate consideration and justification for necessary technical support for installation, configuration, problem-determination, maintenance, backup, recovery and all other activities which would be in addition to those normally associated with stand-alone personal computers.]

Alternatives

[Summarize the alternatives to acquiring this workgroup computing configuration or product which have been considered, and briefly explain why each was not selected. This evaluation of alternatives need not be an exhaustive, detailed analysis, but should demonstrate that reasonable alternatives have been thoughtfully considered.]

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Section I—Functional Justification (continued)

Confidential or Sensitive Information

	Yes	No
1. Will the proposed configuration be used to access, process or store confidential information which is exempt from disclosure under the provisions of the California Public Records Act (Government Code Sections 6250-6265) or other applicable state or federal laws?		
2. Will the proposed configuration be used to access, process or store sensitive information that requires special precautions to protect it from unauthorized modification or deletion?		

If you answered yes to either of the above questions, your proposal to use a workgroup computing system to maintain or access files containing confidential information must be certified by your agency's Information Security Officer.

Information Security Officer Certification

As this agency's Information Security Officer, I have reviewed the proposed application that will access or maintain confidential or sensitive information through the use of the proposed workgroup computing configuration or products. I certify that adequate security precautions have been established and that the proposed application complies with all applicable security and confidentiality requirements included in the State Administration Manual.

Date

Edward J. Przepiorski, Jr.
Information Security Officer

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Section II—Technical Specification

[To be completed by the end user or supervisor, with technical assistance from the WC Coordinator.]

[List all hardware and software necessary to accomplish the proposed uses described in the functional justification. For example, hardware model numbers, software version numbers and prices for each item should be included as appropriate. (Attachment of completed Form 5 or Equipment Request will satisfy this requirement unless enhanced capabilities have been described under Need in Section 1, in which case describe how this technical specification will satisfy the functional need.)]

Supervisor Review

As the manager who has supervisory responsibility for the individual or individuals who will use this workgroup computing configuration or product, I have determined that the acquisition is justified in support of the accomplishment of unit objectives, and the individual or individuals who will be using this configuration or product will receive appropriate training.

(Date)

(Supervisor's Signature)

WC Coordinator Review

As this agency's Workgroup Computing Coordinator, I have reviewed the proposed use of this workgroup computing configuration or product and have determined the use to be consistent with our agency's approved Workgroup Computing Policy and the Statewide Workgroup Computing Policy. The technical specifications for hardware and software are consistent with the proposed use.

Date

William W. Fell, Workgroup Computing Coordinator

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Section III—Post Implementation Evaluation

[To be completed by the end user or supervisor no later than six(6) months after installation of the workgroup computing configuration or product.]

Benefits Realized

[Describe how this workgroup computing configuration or product has increased productivity or otherwise benefited the end-user, work-group, or agency management. Discuss improvements in job quality or quantity. Describe any functional benefits resulting directly from the use of the configuration or products that had not been originally anticipated.]

Unanticipated Problems and Problem Resolution

[Describe any unanticipated problems associated with the use of the configuration or products and how those problems have been resolved.]

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Section III—Post Implementation Evaluation (continued)

Supervisor Review

As the manager who has supervisory responsibility for the individual or individuals who use this workgroup computing configuration or product, I have determined that:

	Yes	No
1. The acquired configuration or product continues to support the accomplishment of unit objectives;		
2. The individual or individuals who use the configuration or products have received appropriate training;		
3. The configuration or production are being used in compliance with this agency's approved Workgroup Computing Policy; and		
4. The configuration or products are being used in conformity with all criteria and procedures for information technology prescribed in the SAM.		

Explain any no answers to the above questions.

(Date)

(Supervisor's Signature)